



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Approve Class Specification for City Clerk.

MEETING DATE: January 6, 1993

PREPARED BY: Joanne Narloch, Personnel Director

RECOMMENDED ACTION: Approve Class Specification for City Clerk

BACKGROUND INFORMATION: This Class Specification has been developed for the newly appointed City Clerk.

FUNDING: None.

Joanne M. Narloch
Personnel Director

JMN:lra

CC9221/TXTA.04P

APPROVED

THOMAS A. PETERSON
City Manager

recycled paper

RESOLUTION NO. 93-02

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A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING CLASS SPECIFICATIONS
FOR THE CITY CLERK

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RESOLVED, that the Lodi City Council does hereby approve the
class specifications for the City Clerk, attached hereto as Exhibit A.

Dated: January 6, 1993

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I hereby certify that Resolution No. 93-02 was passed and adopted
by the Lodi City Council in a regular meeting held January 6, 1993 by
the following vote:

Ayes: Council Members - Davenport, Mann, Sieglock, Snider
and Pennino (Mayor)

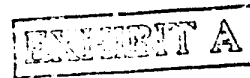
Noes: Council Members - None

Absent: Council Members - None


Alice M. Reimche
City Clerk

93-02

RES9302/TXTA.02J



CITY OF LODI

January, 1993

CITY CLERK

DEFINITION:

Under policy direction of the City Council, plans, organizes, coordinates and directs the operations of the City Clerk's department; serves as Clerk of the City Council and Secretary of the Lodi Public Improvement Corporation, the Lodi Industrial Development Authority and the Personnel Board of Review; administers municipal elections; provides policy guidance and expert professional assistance to City departments and the citizens of the community in areas of responsibility; performs related duties as required.

DISTINGUISHING CHARACTERISTICS:

This position is responsible for the preparation of City Council meeting agendas, packets and minutes, custody, maintenance and indexing of official city records, enforcement of laws pertaining to public records; administering legal procedures required for Assessment Districts, annexations and reorganizations, street and easement vacations, etc; and performs duties required by the City Clerk as set forth by state statute.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Plans, organizes, coordinates and directs the work of the City Clerk's department; prepares and administers the department's budget; develops and directs the implementation of goals, objectives, policies, procedures and work standards for the department.
- Works closely with the City Manager, City Council, department management and other public and private entities in providing information and services.
- Analyzes and enforces regulations pertaining to public records, municipal elections, campaign financing and conflict of interest.
- Attends City Council meetings and is responsible for the documentation, maintenance, and dissemination of council actions including minutes, ordinances, resolutions and contracts.

CITY CLERK

EXAMPLES OF DUTIES: (continued)

Receives and processes initiative and referendum petitions; directs City-wide conflict of interest and campaign financing programs and serves as Filing Officer for campaign disclosure statements and Statements of Economic Interest.

Attends and records closed sessions of the City Council.

Plans, organizes and directs the conduct of municipal elections, in accordance with state and local election and campaign financing laws.

Plans, organizes, assigns, directs, evaluates and reviews the work of assigned staff, selects assigned personnel and provides for their training and professional development.

Prepares a variety of reports and shares signatory power for City contract administration, memoranda for submission to the City Manager, City Council and other agencies.

Confers with and provides expert professional assistance to members of City departments in areas of responsibility and appears in court as required.

Represents the City in meetings with representatives of governmental agencies, business, professional and community agencies and the public.

Monitors and maintains current knowledge of developments related to City Clerk matters; evaluates their impact upon City operations and recommends and implements policy and procedural improvements.

MINIMUM QUALIFICATIONS:

Knowledge of:

Principles and practices of administrative management, including records management and systems analysis and implementation.

Ordinances and codes pertaining to records management, the conduct of municipal elections, City Council appeals and the Brown Act.

Administrative principles and methods including goal setting, program development and implementation, budgeting, staffing, and work standards development.

Principles and practices of effective employee supervision and department-level management.

Principles and practices of contract development, administration and evaluation.

Ability to:

Plan, organize, assign, direct, review and evaluate departmental staff and activities.
Select, motivate, and evaluate staff and provide for their training and professional development.
Analyze and interpret complex legal documents and contracts and administrative procedures and regulations.
Develop and implement goals, objectives, policies, procedures, work standards and internal controls.
Prepare clear, concise and complete general meeting minutes, documentation, and other reports and correspondence.
Plan, organize and coordinate effective municipal elections.
Prepare and present organized and accurate oral reports.
Exercise sound, independent judgment within general policy guidelines.
Establish and maintain effective working relationships with City departments, City Council, other public, private entities and citizen groups and the public.

Other Requirements:

Must be willing to attend meetings outside of normal working hours.
Certification as a municipal clerk is desirable.

EDUCATION AND EXPERIENCE:

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Education:

Equivalent to two years of college or possession of an A.A. degree with major coursework in public administration, public policy or a closely related field.

Experience:

Three years increasingly responsible office administration experience which has included records management, and the interpretation of laws and ordinances. Experience as outlined above may be substituted for the college education on a year-for-year basis.